

United States Marine Corps

Road Map

Personnel Clerk 0121



Personnel/Administrative Chief 0193



DRAFT
Marine Corps Combat Service Support Schools, Camp Johnson
April 1





Upon graduation from MOS school, Marine receives brief on:

MCI Program, Professional Military Education (PME), and college courses

Gaining Command:

Assist and support as appropriate

— **1st** —
Yea
MOS TRAINING

- Recruit Training
- Marine Combat Training
- Test for Military Academic Skills Program (MASP); receive MASP training (if required)
- Personnel Clerk Course (PCC)

PME

- MCI (3420E) Personal Financial Management
- MCI (0118K) Spelling
- MCI (0210B) Terrorism Awareness For Marines
- Read at least two books annually from the U. S. Marine Reading Program

(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- Test out of MASP (if required)
- Computer Class (Microsoft Applications)
- Check-in with your Servicemember's Opportunity College (SOC) office for military training to college credit counseling. SOCMAR is the SOC degree program for the Marine Corps. It consists of colleges that offer Associate's and Bachelor's Degree programs on or accessible to Marine Corps installations worldwide. These

DUTY colleges have joined together to form a network in which each college accepts

- Persons from Active SOC MAR Schools.
(<http://www.soc.aascu.org/>)

SPECIAL DUTY

- Not recommended until the rank of Corporal

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Marine Corps Combat Service Support Schools, Camp Johnson



2nd Year

MOS TRAINING

- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,
Individual Training Standards (ITS) System for Personnel and Administration,
Occupational Field 01

PME

- MCI (0033) Fundamentals of Marine Corps Leadership
- MCI (0131H) Correspondence Procedures
- MCI (1334H) Math for Marines
- Read at least two books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- There are college courses that are MOS-related and can be used for college credit towards a degree. The course work needed for an Associate's Degree in Applied Science-Business Administration is provided as an example in Appendix A

DUTY Begin off duty education toward an Associate's Degree

- PAC

SPECIAL DUTY

- Not recommended until the rank of Corporal

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Marine Corps Combat Service Support Schools, Camp Johnson



—3rd Year—

MOS TRAINING

- MOJT as required per MCO 1510.53, Individual Training Standards
- (ITS) System for Personnel and Administration, Occupational Field 01

PM

E

- MCI (0138B) Order Writing Clerk
- MCI (0119H) Punctuation
- Read at least two books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- Continue toward an Associate's Degree

DUTY

- PAC

SPECIAL DUTY

- Not recommended until the rank of Corporal

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Corporal

MOS TRAINING

- Intermediate Personnel Administration Course (IPAC)
- Reserve Administration Course (RAC) if Reserve or Inspector-Instructor (I-I) duty
(a distance learning course for the RAC is currently being developed and is scheduled to replace the resident course during FY05)
- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,

PM Individual Training Standards (ITS) System for Personnel and **E** Administration,
• Corporal's Course (Resident)
• Occupational Field 01
• MCI (0381C) Land Navigation, this MCI is a prerequisite for the Sergeants Distance Education Program
• MCI (8010) Sergeants Distance Education Program
• MCI (0143A) Legal Administration Clerk
• MCI (0112C) Counseling for Marines
• MCI (0144) The Unit Mailclerk
• Read at least two books annually from the U. S. Marine Reading Program

VOLUNTARY EDUCATION (www.mcenmcu.com/Reading/usmclist.htm)

- Continue toward an Associate's Degree

DUTY

- Section Chief, PAC
- Marine Information Systems Support Office (MISSO) (apply for MOS 0171 as an additional duty)
- I-I Staff Tour

SPECIAL DUTY

- Marine Security Guard

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Sergeant

MOS TRAINING

- IPAC
- RAC if Reserve or I-I duty
- Submit Warrant Officer (WO) package if desired (8 years of service required)
- Advanced Personnel Administration Course (APAC) is required only if applying for WO
- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,

PME Individual Training Standards (ITS) System for Personnel and Administration,

- Occupational Field 01
- Sergeant's Course (Resident)
- MCI (8100) Staff Noncommissioned Officer Career Distance Education Program
- MCI (3422A) Basic Pay and Allowances
- Read at least two books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- Complete the Associate's Degree

DUTY

- Section Chief, PAC
- I-I Staff Tour
- Joint Tour
- Headquarters Marine Corps (HQMC)

SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Corps Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

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Staff MOS TRAINING Sergeant

- APAC
- IPAC if returning from a “B” billet, and not previously completed
- RAC if Reserve or I-I duty
- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,
Individual Training Standards (ITS) System for Personnel and
PM Administration,
Occupational Field 01
- SNCO Career Course (Resident)
- MCI (8200) Staff Noncommissioned Officer Advanced Distance Education Program
- Read at least three books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- Commence work on a Bachelor’s Degree
- Degree Completion Program

DUTY

- Section Staff Noncommissioned Officer in Charge (SNCOIC),
PAC, S-1, G-1
- Administration Chief, Squadron, Battalion, Marine
Expeditionary Unit Service
Support Group (MSSG)
- HQMC
- I-I Staff Tour
- Formal School Instructor, Personnel Administration School

SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Corps Combat Instructor (MOS
8513)
- Marine Security Guard
- Marine Corps Security Forces

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Gunnery Sergeant

MOS TRAINING

- APAC
- RAC if Reserve or I-I duty
- Managed On-the-Job Training (MOJT) as required per MCO 1510.53,
Individual Training Standards (ITS) System for Personnel and Administration, Occupational Field 01

PME

- SNCO Advanced Course (Resident)
- MCI (7400) Warfighting Skills Program
- Read at least four books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)

VOLUNTARY EDUCATION

- Complete any Bachelor's Degree requirement
- Degree Completion Program

DUTY

- Administration Chief, Marine Aircraft Group (MAG) or Marine Regiment
- Section SNCOIC, PAC, S-1, G-1
- SNCOIC, Installation Personnel Administration Center (IPAC) (3500 Records)
- HQMC
- I-I Staff Tour
- Formal School Instructor, Personnel Administration School
- Marine Corps Administrative Analysis Team (MCAAT)

SPECIAL DUTY

- Marine Security Guard
- Marine Corps Security Forces

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Master Sergeant

MOS TRAINING

- ITS MOS requirements per MCO 1510.53, Individual Training Standards
(ITS) System for Personnel and Administration, Occupational Field 01

PME

- Read at least four books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)
- First Sergeant/Master Sergeant Regional Seminar

VOLUNTARY EDUCATION

- Begin work on Master's Degree

DUTY

- Administration Chief, G-1, Marine Expeditionary Forces, Marine Aircraft Wing, Marine Division, Force Service Support Group, Marine Corps Forces, Reserve
- SNCOIC, IPAC (6000 Records)
- SNCOIC, MCAAT
- Administration Chief, Marine Corps District

SPECIAL DUTY

- Joint Tour

- Not recommended at this rank

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Master Gunnery Sergeant

MOS TRAINING

- ITS MOS requirements per MCO 1510.53, Individual Training Standards
(ITS) System for Personnel and Administration, Occupational **PMF** Field 01

- Read at least four books annually from the U. S. Marine Reading Program
(www.mcu.usmc.mil/mcu/Reading/usmclist.htm)
- Russell Leadership Conference

VOLUNTARY EDUCATION

- Continue towards Master's Degree

DUTY

- Administration Chief, PAC, Marine Corps Forces, Atlantic/Marine Corps Forces, Pacific/Marine Corps Forces, Europe/Marine Corps Forces, Reserve, Marine Expeditionary Forces
- SNCOIC, IPAC (7000 Records)
- HQMC
- Joint Tour

SPECIAL DUTY

- Not recommended at this time

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APPENDIX A

SOCMAR at Coastal Carolina Community College

Required credits for an Associate in Applied Science Degree (A.A.S.) in Business Administration

Course Code	Title	Credit Hours
ACC120 4	Principles of Accounting I	
ACC121 4	Principles of Accounting II	
ACC129	Individual Income Taxes	3
BUS110 3	Introduction to Business	
BUS115	Business Law I	3
BUS116	Business Law II	3
BUS125	Personal Finance	3
BUS135	Principles of Supervision	3
BUS137 3	Principles of Management	
BUS153	Human Resource Management	3
BUS225	Business Finance	3
BUS239	Business Application Seminar	2
COM110	Introduction to Communication	3
COM231	Public Speaking	3
CIS110 3	Introduction to Computers	
CIS120	Spreadsheet I	3
ECO251	Principles of Microeconomics	3
ECO252	Principles of Macroeconomics	3
ENG111	Expository Writing	3
ENG114	Professional Research	3
MAT115	Mathematical Models	3
MKT120	Principles of Marketing	3
SOC210	Introduction to Sociology	3
Total Semester Hours		70

Sample





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